



Office of the City Manager • Housing and Community Development Division

**REQUEST FOR PROPOSALS (RFP) AND APPLICATIONS
FOR PUBLIC SERVICE (SOCIAL SERVICE) ACTIVITIES THROUGH THE
CITY OF VALLEJO
FISCAL YEAR (FY) 2022-23 COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) PROGRAM**

Release of RFP and Application	Tuesday, January 4, 2022
Mandatory Briefing Session (Applicants are required to attend this session in order to apply)	Thursday, January 13, 2022, 10:00 a. m. to 11:30 a. m. (approx.) https://ZoomRegular.Cityofvallejo.net
Applications Due	By 3:00 p. m. (PST) on Tuesday, February 8, 2022 Submit Applications online at: https://www.cityofvallejo.net/CDBG/2022RFP
Staff Review of Applications	Week of February 14, 2022
Presentations by Applicants to Housing and Community Development Commission (HCDC) Ad Hoc Committee on Funding Allocations	Week of February 28, 2022
HCDC Public Hearing and FY 2022-23 Funding Recommendations	By or before Thursday, May 5, 2022
City Council Review and Approval of FY 2022-23 Funding Recommendations, and Approval of FY 2022-23 Annual Action Plan	By Friday, May 13, 2022
Contract Period	July 1, 2022 – June 30, 2023

**Request for Proposals (RFPs), Social Service Activities
FY 2022-23 CDBG Program
City of Vallejo**

The City of Vallejo announces the release of federal Community Development Block Grant (CDBG) funding for Fiscal Year (FY) 2022-23 for the provision of eligible public service (social service) activities that serve the City's very low-income and low-income residents. (A Public Notice is shown at **Attachment 4.**) The City invites qualified non-profit organizations and public agencies to apply for these CDBG Program funds.

The City of Vallejo receives an annual entitlement of CDBG funds from the U. S. Department of Housing and Urban Development (HUD). By or before May 13, 2022, the City intends to allocate a portion of its CDBG Program funds for the provision of CDBG Program-eligible public service (social service) activities that will serve the City's very low and low- income residents.

The City of Vallejo has identified top priority housing and community development needs through its Five-Year Consolidated Plan for FY 2020-21 through FY 2024-25. The existing Consolidated Plan has established the following groups as the most in need of assistance, in this order of priority: (1) very low and low-income renters, (2) homeless persons, (3) very low and low-income first-time homebuyers, and (4) non-homeless persons with special needs.

All organizations and agencies are required to comply with all applicable federal CDBG Program requirements.

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of "low" or "moderate" income. CDBG defines a "low-income household" as one with an income at or less than 50 percent of the Area Median Income (AMI) (in other programs this is referred to as "very low-income"), and a "moderate-income household" as one with an income at or less than 80 percent of the AMI (in other programs this is referred to as "low-income").

Each activity funded with CDBG funds in the City of Vallejo must principally benefit low and moderate-income persons or households, (at or below 80 percent of the area median income, and called the "CDBG LMI" national objective).

There are five categories that can be used to meet the LMI objective:

- 1) the **area benefit** category is used where at least 51 percent of the residents in a Census Tract in Vallejo are LMI persons;

- 2) the **limited clientele** category, where at least 51 percent of the beneficiaries of the activity are LMI persons;
- 3) the **housing category**, where at least 51 percent of the completed units will be occupied by LMI persons;
- 4) the **job creation and retention** category, where at least 51 percent of the created or retained permanent jobs will be made available to or held by LMI persons; or
- 5) the **presumed benefit** category, which is a group presumed by HUD to be very low and low-income, as follows: abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers, and the elderly.

Applicants will be required to identify which category will be used to meet the LMI objective. In most cases, agencies providing social services with CDBG Program funds will meet either the **limited clientele** or the **presumed benefit** LMI objective.

Mandatory Briefing Session

Applicants are required to attend a Briefing Session via teleconference offered by the City. Attendance is mandatory at the Briefing Session in order to apply for CDBG Program funds. This requirement is in place so that all applicants hear the same information. City staff will provide an overview of the Application components, the review and funding process, HUD and City program requirements, and answer questions. Pursuant to a City Council Staff Report and Resolution No. 21-139 N. C., (shown at **Attachment 3**), the City will not consider any proposal that is submitted after the Application deadline, that is substantially incomplete as deemed by staff, or from an organization that does not attend the Briefing Session, with no exceptions. Attendees at the Briefing Session will be emailed the City's Excel-based Application template (shown at **Attachment 2**), which shall be required to be used by applicants, as well as FAQs sent in connection with the RFP if necessary.

The Briefing Session is scheduled for Thursday, January 13, 2022, 10:00 a.m. – 11:30 a.m. (approx.) – <https://ZoomRegular.Cityofvallejo.net>

Estimated CDBG Program Funding Available in Fiscal Year 2022-2023

- Approximately \$150,000* will be made available for CDBG Program-eligible Public Service Activities (social services);

*The actual funding amount will not be known until the City is notified of its final funding level by HUD.

Application Instructions

1. Submit the Application **by not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022** to: <https://www.cityofvallejo.net/CDBG/2022RFP>.

2. The City will not accept Applications that are faxed or emailed. Applications received by the City after the Application due date and time will not be accepted. There will be no public opening of the Applications.
3. Applicants must complete all tabs of the Excel Application template – General Info, Application Questions, Budget, Schedule, and Document Requirements. The Excel template will be emailed to all participants of the mandatory Briefing Session. The General Info tab requires a signature by the person authorized by the agency to submit the Application.
4. If your organization is requesting funding for more than one program, activity, or project, a separate Application must be submitted for each.
5. Pursuant to City Council direction, the City will only consider Applications that request a minimum of **\$20,000.00**.
6. Applicants are required to respond to each question in the Application. If a question does not apply, please answer with “N/A”.
7. All questions related to the Application shall be directed to: Jason Goltiao, Administrative Analyst I, City of Vallejo Housing and Community Development Division, **via email only** at: Jason.Goltiao@cityofvallejo.net.
8. The City may issue a **Frequently Asked Questions (FAQ) document** to respond to questions submitted in writing to the City, and email the FAQ document to all parties that have attended the Briefing Session. The last date to submit questions is by close of business on **Thursday, January 20, 2022**. After this date, no additional questions will be reviewed or answered.
9. If it becomes necessary to modify any aspect of this RFP or the Application, the City will provide an addendum to each organization attending the Briefing Session.
10. Applicants may not modify their Application at any time after the due date, except in direct response to a request from City staff for clarification.
11. The City of Vallejo is not responsible for any expense incurred in preparation of Applications or in any action in connection with the funding process, or for the costs of any services performed in connection with the submittal, public presentations, interviews, or approval processes.
12. Upon submittal, each Application will be subject to all applicable open records laws, including but not limited to the California Public Records Act. Information deemed proprietary or otherwise privileged should be clearly marked as such. Regardless, the City of Vallejo makes no assertions that it can or will hold such information in confidence. Organizations submitting agree to hold the City of Vallejo harmless if such information is released, knowingly or not.

13. The City of Vallejo may seek clarifications from any or all organizations regarding their Applications, or may request that organizations submit modified Applications.
14. This RFP does not commit the City of Vallejo to allocate funding. The City of Vallejo reserves the right to reject any and all Applications, to accept the Applications it considers most favorable to the City of Vallejo's interest in its sole discretion, and to waive minor irregularities. The City of Vallejo further reserves the right to seek new Applications if such a decision is considered by the City to be in the best interest of the City of Vallejo.
15. The City of Vallejo encourages the participation of small businesses and businesses owned by minorities and women. Nothing in this Application constitutes an offer, or promise, or otherwise binds the City of Vallejo to take any action whatsoever in connection with its provision of any funding or services. The City of Vallejo reserves all rights to consider any or all submissions, and to reject any or all Applications in its absolute discretion.

Application Review and Funding Process

City of Vallejo Housing and Community Development Division program staff will conduct an initial review of the submitted Applications to ensure Applications are substantially complete. The City reserves the right to contact the applicant organization to request additional information if needed. The City's Housing and Community Development Commission (HCDC) has created an Ad Hoc Committee comprised of four Commissioners. The Ad Hoc Committee will review completed Applications and evaluate the Applications based upon approved Evaluation Criteria (see below). All organizations submitting an Application are required to send a representative to a meeting of the Ad Hoc Committee during the week of February 28, 2022. The representative must be able to answer potential questions from the Committee and staff. Responses will be evaluated as part of the evaluation process.

The Ad Hoc Committee will forward its funding recommendations to the full HCDC. The funding recommendations are forwarded by the HCDC to the City Council at the same time as the City Council's consideration of the Annual Action Plan, a federally required annual planning document that must be submitted to HUD by May 13, 2022. All submitting organizations (whether recommended for funding or not) will be sent notification via email of the Ad Hoc Committee's and the Commission's funding recommendations being made to the City Council.

Organizations that are recommended for funding will be required to enter into a funding Agreement with the City with a funding term of July 1, 2022 through June 30, 2023, and to execute said Agreement prior to July 1, 2022. Organizations will be required to submit an executed Agreement, Scope of Services, CDBG Program Budget, W-2 form, current City of Vallejo Business License, and original insurance certificates and endorsements or binders **by not later than Friday, May 27, 2022. The City of Vallejo will not execute FY 2022-23 CDBG Program Agreements with agencies until all of the previously mentioned documents, (signed Agreement, Exhibits, and Attachments) are submitted by the agency.**

If an agency wishes to appeal the selection process or funding recommendations, it must follow the procedures outlined in the City's appeal process described in the City's Federal CDBG, NSP, and HOME Programs Policy and Procedure Manual; and shown as **Attachment 1**.

Evaluation Criteria (100 Total Points)

- Demonstration of Need (15 points)
- Program Description and Approach (30 points)
- Outcomes (15 points)
- Funding Request and Program Budget (15 points)
- Experience and Capacity, Meeting Program Goals in Prior Years (If Applicable), and Completeness of Application (25 points)

ATTACHMENTS

Attachment 1 – Appeal Process for Competitive RFP Issuances

Attachment 2 – CDBG Program Application Template

Attachment 3 – Vallejo City Council Staff Report and Resolution No. 21-139 N. C. dated December 7, 2021 Regarding FY 2022-23 CDBG Program and HOME Program Funding Process and Criteria

Attachment 4 – CDBG Program Social Services RFP and Application Public Notice Dated January 4, 2022; and January 11, 2022

Appendix 59: City of Vallejo Appeal Process for CDBG, HOME, and NSP Programs

Appeal Process for Competitive RFP Issuances

- The Vallejo Housing and Community Development Division (“HCDD”) will notify applicants (those recommended as well as those not recommended for funding, in writing a minimum of seven (7) business days in advance of the first meeting in which a recommendation to award funding will be made (“Notice of Award/Non-Award”). The first meeting may be a meeting of a commission-level body such as the Vallejo Housing and Community Development Commission, in advance of City Council consideration of the funding recommendations. Notification may include a cover letter to the applicant indicating the funding recommendation and will include any staff reports associated with the funding recommendation.
- Applicants may appeal the recommendation to award or selection process once the Notice of Award/Non-Award has been issued. Appeals issued prior to issuance of the Notice of Award/Non-Award will not be accepted by the HCDD.
- Appeals must be submitted in writing to the Housing & Community Development Manager (“HCDD Manager”), 200 Georgia Street, Vallejo, CA 94590, **before 4:00 pm on the THIRD (3rd) business day following the date of the Notice of Award/Non-Award by email**, NOT The date received by the applicant of a hard copy mailed through the U.S. Postal Service. An appeal received after 4:00 pm is considered the next business day.
 - Appeals must be based on the evaluation criteria scoring; they may not be based on subjective criteria.
 - Appeals must contain a complete statement of the reasons and facts for the appeal, and refer to specific portions of all documents that form the basis of the appeal, and attach documentation as applicable. The appeal must include the name, address, email address, telephone number(s) of the person representing the appellant.
 - The City may not assist applicants in drafting appeal letters, not in determining appropriate grounds for appeal or appropriate forms of supporting documentation, beyond advising them of the City’s CDBG, NSP, and HOME Policy and Procedure Manual, the RFP, and other published materials.
- HCDD will transmit a copy of the appeal protest letter to all applicants prior to the first public meeting in which the funding award recommendations will be considered.
- Upon receipt of the written appeal, the HCD Manager will review and evaluate the appeal and issue a written decision to the appellant. The HCD Manager may, at her/his discretion, investigate the appeal, obtain additional information, and provide an opportunity to settle the appeal by mutual agreement and/or schedule a meeting with the appellant and others, as appropriate, to discuss the appeal.
 - The written decision by the HCD Manager will be issued at least five (5) business days prior to the City Council meeting in which the funding will be considered.
 - The written decision will be communicated by email and regular U.S. Postal Service mail to the appellant; it will notify appellant whether the staff recommendation to the City Council will change. The written decision will also be communicated at the City Council meeting at which the funding recommendations are considered.

- The determination by the HCD Manager is the final step in the appeal process and shall be considered final (or this could have added City Manager layer – wherein “The determination by the City Manager shall be considered final”)
- The City will complete the appeal process procedures before a recommendation to award a funding agreement or contract is considered by the City Council.



DATE: December 7, 2021
TO: Mayor and Members of the City Council
FROM: Gillian Hayes, Interim Assistant City Manager
SUBJECT: **CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING CREATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23**

RECOMMENDATION

Adopt a resolution authorizing the City Manager to approve a process for the allocation of the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program funding for Fiscal Year (FY) 2022-23 as outlined in this Staff Report.

REASONS FOR RECOMMENDATION

The City has received annual funding allocations of CDBG Program and HOME Program from the U.S. Department of Housing and Urban Development (HUD) since 1974 and 1990, respectively. These funds have helped the City to address its affordable housing and community development needs. The City Council typically authorizes approval of a process for determining activities and projects every one or two years. Approval of this resolution would authorize the City Manager to create and approve the funding process.

BACKGROUND AND DISCUSSION

This agenda item represents the beginning of the process to determine the allocation of FY 2022-23 CDBG Program and HOME Program funds for projects and activities, as part of implementing the City's 2022-2023 fiscal year, which begins on July 1, 2022. The Housing and Community Development Commission, at its regular meeting on November 4, 2021, unanimously recommended approval by the City Council of a funding process and criteria.

CDBG Program funds may be used for projects such as affordable housing, housing and neighborhood preservation and revitalization, completing public improvements in target area neighborhoods, public facilities that will primarily benefit very low- and low-income persons, the installation of curb ramps City-wide, social services, and economic development.

HOME Program funds may be used only to support permanent affordable housing.

Availability of Funds

In FY 2021-22, the current fiscal year, the City has allocated \$1,065,713 in CDBG Program funds. Of this amount, \$15,000 is revenue (program income) that the City anticipates it will receive in FY 2021-22, primarily from principal and interest housing loan repayments. The balance of \$1,050,713 is grant funds (also known as "Entitlement" funds), the City has received directly from HUD.

The City also received \$610,866 in HOME Program funds from HUD in FY 2021-22, and estimates that it will additionally receive \$150,000 in HOME program income, also from housing loan repayments, for a total of

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\$760,866. At least fifteen percent of the City's annual HOME Program grant received directly from HUD must be allocated to a qualified Community Housing Development Organization, (or "CHDO"). A CHDO is a non-profit affordable housing developer whose primary purpose is the development and management of housing. The City has determined that Community Housing Development Corporation (CHDC), and Eden Housing, Inc. are qualified CHDOs.

The CDBG Program and HOME Program funding levels for FY 2022-23 are unknown at this time. However, in order to adhere to the City's typical timeline and complete a funding process by HUD's stated deadline for the City of May 15, 2022, staff recommends the City proceed on the assumption that it may receive approximately the same amount in CDBG Program and HOME Program funds in FY 2022-23 as it did in FY 2021-22.

High Priority Needs

The Consolidated Plan is a five-year planning document required by HUD in order for the City to receive certain federal affordable housing and community development funds. It documents, in detail, affordable housing and community development needs in Vallejo. The Plan contains data on the characteristics of the housing market and the existing housing stock, an assessment of affordable housing needs, and the resources expected to be available to address those needs. The City's current Consolidated Plan was approved by the City Council on July 21, 2020. The Plan includes the period beginning July 1, 2020 and ending June 30, 2025.

The current Five-Year Consolidated Plan has established the following groups as most in need of assistance, in this order of priority:

1. extremely low- and very low-income renters,
2. homeless persons,
3. very low- and low-income first-time homebuyers, and
4. non-homeless persons with special needs.

The Plan also contains quantifiable goals and objectives in the areas of housing, targeted expenditures for the installation of public improvements, public facilities, and providing social services.

Staff does not recommend that the City accept CDBG Program or HOME Program proposals for funding in FY 2022-23 for housing activities or projects, or public improvements, other than those described below.

Housing Activities– The Consolidated Plan documents a need for the development of affordable rental and ownership housing; supportive housing for persons with special needs; tenant-based rental assistance; first time homebuyer assistance; and services appropriate to address the needs of the unsheltered and chronically homeless population in the community.

CHDO – Due to the ongoing unmet affordable housing needs in the community, staff recommends that the City accept proposals from qualified CHDOs to receive HOME Program funds in FY 2022-23 to develop either rental or owner-occupied affordable housing. This action will also ensure that the City meets the HOME Program requirement to set aside funding for a qualified CHDO to develop affordable housing.

Public (Social) Services- According to HUD guidelines, the City may allocate a maximum of fifteen percent of its CDBG Program funds each year to public service activities. In FY 2021-22, the City allocated \$130,000 to

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four social service agencies.

The social service agencies receiving CDBG Program funds serve vulnerable residents of the community, including the elderly, disabled, and very low-income persons. In FY 2021-22, these organizations are: Fair Housing Advocates of Northern California, The House of Acts, Legal Services of Northern California, and Vallejo Senior Citizens' Council. Receiving these funds also enables these organizations to leverage other funding sources. Therefore, staff recommends that the City accept FY 2022-23 public service applications.

Staff estimates that there will be approximately \$150,000 available to allocate to social service programs in FY 2022-23. Staff further recommends that the minimum funding allocation to each social service activity be \$20,000, and that there be no maximum allocation. Staff believes that with limited funding, and numerous regulations mandated by HUD, it is not cost effective for the City to allocate less than \$20,000 per social service program, and still meet the administrative requirements of the program successfully. In some cases, the Housing and Community Development Commission and the City Council may wish to allocate more than \$20,000 to a program.

HOME Program funds may not be allocated to provide public service activities.

Program Administration – HUD regulations allow the City to allocate up to twenty percent of CDBG Program funds and ten percent of HOME Program funds, respectively, each year to program administration costs. These funds are used for general management, oversight, and coordination of these programs by staff; and for providing public information.

Staff anticipates the City will need to allocate the full amount allowed in this category in FY 2022-23 in order to administer these programs effectively, and to ensure that program requirements are met.

Proposed Process for Requesting CDBG Program and HOME Program Funds by Non-Profit Housing and Social Service Agencies:

Housing Agencies

If approved, the City would accept proposals from non-profit affordable housing organizations, including qualified CHDOs, that will address one or more of the top priority housing needs in the City's Five-Year Consolidated Plan.

Staff proposes that the following criteria be used in screening and evaluating CDBG Program and HOME Program proposals from housing agencies:

Agencies must document that they are chartered as a 501(c)(3) organization, submit other eligibility documents, provide evidence that they are fiscally sound, and comply with the City's insurance requirements. All proposers will submit a proposed HOME Program Budget, an overall organizational budget, and a financial audit or financial statements as applicable. All proposers must also submit written fiscal and personnel policies and procedures.

Pursuant to HUD regulations, the City must commit and expend its HOME Program funds by set deadlines. Therefore, staff recommends that the City only consider funding housing projects and activities that can be completed in a timely manner.

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Social Service Agencies

If approved, the City would accept CDBG Program proposals from social service organizations that will address the top priority needs in the Consolidated Plan.

Staff proposes the following criteria be used in screening and evaluating proposals from social service agencies:

A CDBG Program-funded social service agency would propose to address the needs of one of the following populations: (1) homeless single men in need of emergency shelter, (2) unsheltered homeless persons in need of appropriate supportive services, (3) homeless individuals in need of permanent housing, (4) very low- and low-income families with children, (5) homeless families with children in need of permanent housing, (6) supportive services for persons with HIV/AIDS, (7) supportive permanent housing for the severely mentally ill, (8) treatment and prevention programs for persons with substance abuse addictions, (9) programs meeting the needs of the elderly and disabled, and (10) victims of domestic violence. If awarded funding, these agencies must maintain household income and related documentation to verify benefit and services to one of these populations.

Social service agencies must document that they are chartered as a 501(c)(3) organization, submit other eligibility documents, provide evidence that they are fiscally sound, and meet the City's insurance requirements. All agencies will submit a proposed CDBG Program budget (simple line item) for direct costs only, an overall organizational budget, and a financial audit or financial statements as applicable. All agencies must also submit written fiscal and personnel policies and procedures.

According to HUD guidelines, the City must expend CDBG Program funds promptly. Therefore, staff recommends that the City only consider funding public service activities that have the best chance to be delivered in a timely manner.

Proposed Availability of Proposals and Proposal Deadline

Staff recommends that it prepare proposals for non-profit agencies to complete, as applicable, and to make them available not later than **Tuesday, January 4, 2022**, with a deadline for organizations to return completed proposals not later than **3:00 p. m. (PST) on Tuesday, February 8, 2022**.

In fairness to those agencies that participate in the funding process from the beginning, and to ensure an orderly process, staff recommends that the Commission and the City Council not consider any proposal that is submitted after the **February 8, 2022** deadline, or that is substantially incomplete, **with no exceptions**. After **January 4, 2022** but prior to **February 8, 2022**, staff will hold a **mandatory** Notice of Funding Availability ("NOFA") Workshop for prospective social service and housing agencies that wish to submit proposals, in order for staff to provide an overview of program and City requirements, and to provide technical assistance if needed. **The City will not accept a proposal from any organization that does not attend the Workshop.**

FY 2022-23 Funding Agreements

After the City Council allocates CDBG Program and HOME Program funds in the Spring of 2022, agencies awarded funding will execute an Agreement with the City in a timely manner. Agreements will take effect on July 1, 2022. Some of the elements in the Agreement will be: (1) quarterly reports on the number and characteristics of beneficiaries must be submitted; and (2) City staff will conduct quarterly reviews or meetings

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with the agencies, as well as virtual and on-site monitoring visits at the social service and housing agency locations, in order to review client and agency files and records, and program progress. HUD officials may also conduct virtual or on-site monitoring visits of non-profit agencies receiving CDBG Program or HOME Program funding from the City in FY 2022-23.

FISCAL IMPACT

If approved, the City Council's action will establish a funding process for the allocation of CDBG Program and HOME Program funds in FY 2022-23, in an estimated total amount of \$1.8 million. The City's application for FY 2022-23 CDBG Program and HOME Program funds, also known as an "Annual Action Plan", must be received by HUD by not later than May 13, 2022, unless otherwise directed by HUD. There is no fiscal impact to the General Fund associated with this item.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Resolution for Approval of FY 2022-23 CDBG and HOME Funding Process and Criteria
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CONTACT

Gillian Hayes, Interim Assistant City Manager (707) 648-4576

Gillian.Hayes@cityofvallejo.net

Chari Barrera, Administrative Analyst (707) 553-7204

chari.barrera@cityofvallejo.net

RESOLUTION NO. 21-139 N.C.

APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDING PROCESS AND CRITERIA FOR FISCAL YEAR 2022-23

WHEREAS, the City of Vallejo has received annual funding allocations of the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program (HOME) from the U.S. Department of Housing and Urban Development (HUD) since 1974 and 1990, respectively; and these funds have helped the City to address its affordable housing and community development needs; and

WHEREAS, CDBG Program funds may be used for projects such as affordable housing, housing and neighborhood preservation and revitalization, completing public improvements in target area neighborhoods, public facilities that primarily benefit very low- and low-income persons, the installation of curb ramps City-wide, social services, and economic development; and HOME Program funds may be used only to support permanent affordable housing; and

WHEREAS, the current Five-Year Consolidated Plan has established the following groups as most in need of assistance, in this order of priority: (1) extremely low- and very low-income renters, (2) homeless persons, (3) very low- and low-income first-time homebuyers, and (4) non-homeless persons with special needs; and

WHEREAS, the Housing and Community Development Commission (HCDC) and staff recommend that the City accept CDBG Program and HOME Program proposals for funding in Fiscal Year 2022-23 for housing activities or projects, public services, and other eligible activities, as described below; and

WHEREAS, the City would accept proposals from non-profit affordable housing organizations, including qualified Community Housing Development Organizations (“CHDOs”), and from social service organizations, that will address the top priority housing needs in the City's Five-Year Consolidated Plan; and

WHEREAS, the HCDC and staff recommend that it prepare proposals for non-profit agencies to complete, as applicable, and to make them available not later than Tuesday, January 4, 2022, with a deadline for organizations to return completed proposals not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022 and that the HCDC and the City Council not consider any proposal that is submitted after the February 8, 2022 deadline, or that is determined by staff to be substantially incomplete, with no exceptions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vallejo hereby Authorizes the Interim City Manager or his designee, the Interim Assistant City Manager, to create and implement a funding process for the allocation of CDBG Program and HOME Program funding for Fiscal Year 2022-23.

Adopted by the City Council of the City of Vallejo at a regular meeting held on December 7, 2021 with the following vote:

AYES: Mayor McConnell, Vice Mayor Verder-Aliga, Councilmembers Arriola, Brown, Dew, Loera-Diaz and Miessner
NOES: None
ABSENT: None
ABSTAIN: None

DocuSigned by:
ROBERT H. MCCONNELL
FDED3EAE234444F
ROBERT H. MCCONNELL, MAYOR

ATTEST:

DocuSigned by:
Dawn G. Abrahamson
1489DDA6695D425
DAWN G. ABRAHAMSON, CITY CLERK



Housing and Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 · 707.648.4507

**CITY OF VALLEJO
PUBLIC NOTICE:
REQUEST FOR PROPOSALS AND APPLICATIONS TO PROVIDE PUBLIC (SOCIAL) SERVICES IN
FISCAL YEAR (FY) 2022-23 (JULY 1, 2022 THROUGH JUNE 30, 2023)**

DATE OF NOTICE: Tuesday, January 4, 2022; and Tuesday, January 11, 2022

FOR MORE INFORMATION: Jason Goltiao, Administrative Analyst I
(707) 649-5417, Jason.Goltiao@cityofvallejo.net

The City of Vallejo receives an annual entitlement of federal Community Development Block Grant (CDBG) Program funds from the U. S. Department of Housing and Urban Development (HUD). By or before May 13, 2022 the City may allocate a portion of these funds to non-profit organizations for the provision of public (social) services to very low and low-income residents of the community. To this end, beginning in January, 2022 the City will hold public meetings, accept Applications requesting funding, and determine the allocation of CDBG Program funds in FY 2022-23.

The Vallejo City Council has established the top priority affordable housing and community development needs of the community in a five-year "Consolidated Plan", a HUD requirement. This Plan includes the period beginning July 1, 2020 and ending June 30, 2025. The Consolidated Plan has established the following four groups as the most in need of assistance, in this order of priority: (1) very low and low-income renters, (2) homeless persons, (3) very low and low-income first-time homebuyers, and (4) non-homeless persons with special needs.

At this time, the City is inviting non-profit social service organizations to submit Applications that will address the highest priority needs in Vallejo, through the delivery of appropriate services and programs. From the submitted Applications, the City of Vallejo Housing and Community Development Commission and City staff will recommend, and the City Council may select, organizations to receive CDBG Program funds from the City, to provide programs and services with these funds. The Application is available for review and submittal at: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Applications submitted in response to this notice must be received **by not later than 3:00 p. m. (PST) on Tuesday, February 8, 2022.**

The City will also hold a **mandatory** Briefing Session via teleconference at: <https://ZoomRegular.Cityofvallejo.net> for prospective CDBG Program Application respondents and other interested parties on **Thursday, January 13, 2022 from 10:00 a. m. to approximately 11:30 a. m.** for the purpose of providing an overview of the Application process, HUD and City program requirements, and to respond to questions. In order for the City to accept and consider submitted Applications, submitters **must** attend the session on January 13, 2022.

Pursuant to City Council Resolution No. 21-139 N. C., the City will not consider any proposal that is received after the February 8, 2022 deadline, that is substantially incomplete as deemed by staff, or from an organization that did not attend the January 13, 2022 Briefing Session, with no exceptions.

If there are any questions concerning this public notice, contact Jason Goltiao, Administrative Analyst I, via email only at: Jason.Goltiao@cityofvallejo.net.

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City of Vallejo also encourages minority and women-owned businesses to submit bids and proposals for CDBG Program and HOME Program contracts. For further information, contact the Housing and Community Development Division at (707) 648-4507.

For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2929 with a TTY/TDD.



Housing and Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 · 707.648.4507

**CIUDAD DE VALLEJO
NOTICIA PÚBLICA
SOLICITUD DE PROPUESTAS Y SOLICITUDES PARA PROPORCIONAR SERVICIOS PÚBLICOS
(SOCIALES) EN EL AÑO FISCAL (AF) 2022-2023 (1 DE JULIO DE 2022 HASTA EL 30 DE JUNIO
DE 2023)**

FECHA DE AVISO: martes 4 de enero de 2022; y martes 11 de enero de 2022

PARA MÁS INFORMACIÓN: Jason Goltiao, Analista Administrativo I
(707) 649-5417, Jason.Goltiao@cityofvallejo.net

La ciudad de Vallejo recibe un derecho anual de fondos del Programa Federal de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG) del Departamento de Vivienda y Desarrollo Urbano de los EE.UU. (HUD). Para el 13 de mayo de 2022 o antes, la Ciudad puede asignar una parte de estos fondos a organizaciones sin fines de lucro para la provisión de servicios públicos (sociales) a los residentes de la comunidad de bajos a muy bajos ingresos. Con el fin, de a partir de enero de 2022, la Ciudad llevará a cabo reuniones públicas, aceptará Solicitudes que soliciten fondos, y determinar la asignación de fondos del Programa CDBG en el año fiscal 2022-23.

El Concejo Municipal de Vallejo ha establecido las necesidades prioritarias de vivienda asequible y desarrollo comunitario de la comunidad en un "Plan Consolidado" de cinco años, un requisito de HUD. Este Plan incluye el período que comienza el 1 de julio de 2020 y termina el 30 de junio de 2025. El Plan Consolidado ha establecido los siguientes cuatro grupos como los más necesitados de asistencia, en este orden de prioridad: (1) inquilinos de bajos y muy bajos ingresos. (2) personas sin hogar, (3) compradores de vivienda por primera vez de bajos y muy bajos ingresos, y (4) persona no sin hogar con necesidades especiales.

En este momento, la Ciudad está invitando a las organizaciones de vivienda sin fines de lucro a presentar Solicitudes que atenderán las necesidades más prioritarias en Vallejo, a través de la entrega de servicios y programas adecuados. De las Solicitudes enviadas, la Comisión de Vivienda y Desarrollo Comunitario de la Ciudad de Vallejo y el personal de la Ciudad recomendarán, y el Concejo Municipal puede seleccionar, organizaciones para recibir fondos del Programa CDBG de la Ciudad, para proporcionar programas y servicios con estos fondos. La Solicitud está disponible para revisión y envío en: <https://www.cityofvallejo.net/CDBG/2022RFP>

Las Solicitudes enviadas en respuesta a este aviso deben recibirse **a más tardar a la 3:00 p.m. (PST) el martes 8 de febrero de 2022.**

La Ciudad también llevará a cabo una sesión informativa **obligatoria** por teleconferencia en: <https://ZoomRegular.Cityofvallejo.net> para los posibles encuestados de la Solicitud del Programa

CDBG y otras partes interesadas el **jueves 13 de enero de 2022 de las 10:00 a.m. a aproximadamente 11:30 a.m.** con el fin de proporcionar una descripción general del proceso de solicitud, requisitos del programa de HUD y la Ciudad, y para responder preguntas. Para que la Ciudad acepte y considere las Solicitudes enviadas, los remitentes **deben** asistir a la sesión el 13 de enero de 2022.

De conformidad con la Resolución del Concejo Municipal No. 21-139 N.C., la Ciudad no considerará una propuesta que se reciba después de la fecha límite del 8 de febrero de 2022, que está sustancialmente incompleta según lo considere el personal, o de una organización que no asistió a la sesión informativa del 13 de enero de 2022, sin excepciones.

Si tiene alguna pregunta sobre este aviso público, comuníquese con, Jason Goltiao, Analista Administrativo I, por correo electrónico a: Jason.Goltiao@cityofvallejo.net.

La Ciudad de Vallejo ofrece sus programas y servicios de manera no discriminatoria y es un empleador de igualdad de oportunidades. La Ciudad de Vallejo también anima a las mujeres y a los propietarios de empresas de minorías presentar ofertas y propuestas para el Programa de Subvenciones en Bloque para el Desarrollo Comunitario (CDBG) y el Programa de HOME Contratos de Inversión de Casa. Para más información, póngase en contacto con la División de Autoridad de Vivienda y Desarrollo Comunitario de la Ciudad de Vallejo al (707) 648-4507. Para más información sobre este aviso público, los discapacitados auditivos pueden llamar al Servicio de Retransmisión de California al 1-800-735-2922 sin TTY/TDD o 1-800-735-2929 con un TTY/TDD



Housing & Community Development Division · 200 Georgia Street · Vallejo · CA · 94590 707.648.4507

**LUNGSOD NG VALLEJO
PAUNAWA NG PUBLIKO:
KAHILINGAN PARA SA MGA PANUKALA AT APPLICATION UPANG MAGBIGAY NG MGA
PAMPUBLIKONG (SOCIAL) SERBISYO SA FISCAL YEAR (FY) 2022-23 (HULYO 1, 2022
HANGGANG HUNYO 30, 2023)**

PETSA NG PAUNAWA: Martes, Enero 4, 2022; at Martes, Enero 11, 2022

FOR MORE INFORMATION: Jason Goltiao, Administrative Analyst I

(707) 649-5417, Jason.Goltiao@cityofvallejo.net

Ang Lungsod ng Vallejo ay tumatanggap ng taunang karapatang pondong pederal na Community Development Block Grant (CDBG) Program mula sa U.S. Department of Housing and Urban Development (HUD). Sa mga panahon ng o bago sumapit ang Mayo 13, 2022 ang Lungsod ay maaaring magtalaga ng isang bahagi ng pondong ito sa mga non-profit na organisasyon para sa probisyon ng mga pampublikong (panlipunan) serbisyo sa lubos na mabababa at mababang kita na residente ng komunidad. Upang maisakatuparan ito, simula sa Enero, 2022 ang Lungsod ay magdaraos ng mga pampublikong miting, tatanggap ng mga Application na humihiling ng pondo, at matukoy ang paglalaan ng pondo ng CDBG program sa FY 2022-23.

Itinatag ng Vallejo City Council ang pangunahing priyoridad na affordable housing at community development na pangangailangan ng komunidad sa limang taon "Consolidated Plan", na kinakailangan ng HUD. Kabilang sa Plan ay ang simulang petsa na Hulyo 1, 2020 at magtatapos sa Hunyo 30, 2025. Ang Consolidated Plan ay nagtatag ng mga sumusunod na apat na grupo batay sa pinaka nagnangailangan ng tulong: (1) mga lubos na mababa at may mababang kita na nangungupahan, (2) mga taong walang tirahan, (3) mga first-time bibili ng bahay na napakababa at may mababang kita, at (4) mga taong may espesyal na pangangailangan.

Sa panahong ito, ang Lungsod ay nag-aanyaya sa mga non-profit na organisasyong para sa serbisyong panlipunan upang magsumite ng aplikasyon na tutukoy sa pinakamataas na prayoridad na pangangailangan sa Vallejo, sa pamamagitan ng paghahatid ng angkop na mga serbisyo at programa. Mula sa isinumiteng aplikasyon, ang Vallejo Housing and Community Development Commission at City Staff ay magrerekomenda, at ang City Council ay maaaring pumili ng mga organisasyon na tatanggap ng pondo ng CDBG Program mula sa lungsod, upang magsagawa ng programa at magdulot ng serbisyo gamit ang pondo. Ang aplikasyon ay maaring masuri at isumite sa: <https://www.cityofvallejo.net/CDBG/2022RFP>.

Ang mga aplikasyon na isinumite bilang tugon sa paunawang ito ay kailangang matanggap nang hindi lalampas ng 3:00pm (PST) sa Martes, Pebrero 8, 2022.

Ang Lungsod ay magdaraos din ng mandatory Briefing Session sa pamamagitan ng teleconference sa: <https://ZoomRegular.Cityofvallejo.net> para sa mga prospective CDBG Program Application respondents at iba pang mga interesadong partido sa Huwebes, Enero 13, 2022 mula 10:00am hanggang mga 11:30am para sa layunin ng pagbibigay ng buod ng proseso ng Application, HUD at City program na pangangailangan, at sumagot sa mga katangunan. Upang tanggapin at isaalang-alang ng lungsod ang mga Aplikasyon na naiisumite, nararapat na dumalo ang mga nagsumite sa Enero 13, 2022 na session.

Alinsunod sa City Council Resolution No. 21-139 N.C., ang lungsod ay hindi isasaalang-alang ang proposal na matatanggap pagkatapos ng Pebrero 8, 2022 na deadline, na hindi kumpleto ayon sa panunuri ng staff, o mula sa organisasyon na hindi dumalo sa Enero 13, 2022 na Briefing Session, na walang mga exception.

Kung may mga tanong tungkol sa pampublikong paunawang ito, kontakin si Jason Goltiao, Administrative Analyst I, sa pamamagitan lamang ng email sa: Jason.Goltiao@cityofvallejo

Ang Lungsod ng Vallejo ay nagbibigay ng mga programa at serbisyo nito sa walang diskriminasyong paraan, at isang Equal Opportunity Employer. Hinihikayat din ng Lungsod ng Vallejo ang mga negosyong minorya at kababaihan na magsumite ng mga bid at panukala para sa mga kontrata ng CDBG Program at HOME Investment Partnerships (HOME) Program. Para sa karagdagang impormasyon, makipag-ugnay sa Housing and Community Development Division sa (707) 648-4507. Para sa karagdagang impormasyon tungkol sa pampublikong abiso na ito, ang may kapansanan sa pandinig ay maaaring tumawag sa California Relay Services sa 1-800-735-2922 na walang TTY/TDD, o sa 1-800-7352929 na may TTY/TDD